

# **HORIZONS (Plymouth)**

**Horizons Children's Sailing Charity**

## ***Health and Safety Policy***



Health and Safety Policy 2017 ..... 2

Notes ..... 3

Fire Drills ..... 3

    In the event of a fire at 5 Richmond Walk ..... 3

    In the event of a fire in Mayflower Marina ..... 3

In the event of a fire on board a vessel ..... 4

Lifting and Handling ..... 4

    Six Main Principles ..... 4

Accident / Incident / Near miss ..... 5

First Aid boxes / Defibrillator Location ..... 5

Defibrillator Locations ..... 5

**Date of Last Review:** January 2017

**Review Period:** At least annually



# HORIZONS Children's Sailing Charity

## Health and Safety Policy 2017

This is the statement of general policy and arrangements for:		<b>Horizons (Plymouth)</b>
<b>Rory Anderson (Trustee)</b> (Name of Employer/Senior manager)		<b>has overall and final responsibility for health and safety</b>
<b>Simon Mace (Operations Manager)</b> (Member of staff)		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Simon Mace / Operations Manager	Relevant risk assessments completed and actions arising out of those assessments implemented. Operational Procedures document is included in induction training. (Risk assessments reviewed at least annually or after an incident / near miss.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Simon Mace / Operations Manager	Staff and volunteers given necessary health and safety induction and provided with appropriate training and personal protective equipment.
Engage and consult with employees and volunteers on day-to-day health and safety conditions	Simon Mace / Operations Manager Lois Noyce / Chief Instructor Annette Molloy / Business Manager	Staff and volunteers routinely consulted on health and safety matters as they arise, and at annual pre-season and post-season briefings.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Simon Mace / Operations Manager Lois Noyce / Chief Instructor Annette Molloy / Business Manager	Escape routes well signed and kept clear at all times. Emergency Action Plans are included in the Operational Procedures. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Simon Mace / Operations Manager Lois Noyce / Chief Instructor Annette Molloy / Business Manager	Toilets, washing facilities and drinking water provided. System in place for routine maintenance of equipment and for ensuring that action is promptly taken to address any defects.
Signed: * (Employer)		Date:
Health and safety law poster is displayed at (location)	5 Richmond Walk (Main Office)	
First-aid box is located:	Full kits: 5 Richmond Walk (back door to yard), The Hut (inside door on the right up high), Cat C kit on Friendship (Front cabin staboardd bow locker) Basic kits: In each Hawk 20 and in each Safetyboat	
Accident book is located:	Main folder is at 5 Richmond Walk but blank sheets also kept at The Hut	

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>



## Notes

All staff and volunteers should familiarise themselves with the following information.

## Fire Drills

### In the event of a fire at 5 Richmond Walk

- Raise the alarm by shouting "Fire, Fire, Fire"
- Clear the area of any people (evacuation point across the road outside Malvern Tyres)
  - Exits to the main office are via the fire escape in the porta cabins, or via the two main doors
  - Exits from the workshop is via the side door or the main roller door
  - Exits from the store room is via the main door
- Dial 999 and request the fire brigade as soon as possible
- Only attempt to fight the fire if it is safe to do so
  - Only use the appropriate extinguisher:
    - CO2 extinguisher located on the entrance to the top porta cabin
    - Foam extinguisher located by entrance to class room
    - Dry powder located in the store room inside the door on your right
    - Fire blankets located in the kitchen area

### In the event of a fire in Mayflower Marina

- Raise the Alarm
- Contact the Marina Office
- Clear the area of any people, particularly those downwind
- Only attempt to fight the fire if it is safe to do so
- Leave the area in an orderly manner. If this is not possible because you are trapped on the pontoons, assemble away from the fire, upwind if possible, and marina staff will collect persons with the work boat
- Gather at the assembly point(s)



## In the event of a fire on board a vessel

- Raise the alarm
- If possible clear the area of people
- Put out a Mayday Call on the VHF if necessary (See Emergency Action Plan Cards in each boat for details)
  - (enter the water if necessary to get away from the fire, ONCE YOU KNOW HELP IS ON THE WAY)
- Only attempt to fight the fire if it is safe to do so
  - Hawk 20 / RIBS
    - Fire blanker and fire extinguisher in the dry bags
  - Friendship
    - Automatic fire extinguishers in the engine compartment
    - Foam extinguishers in stern lockers
    - Dry powder in the wheel house
    - Fire blanket in the saloon on the shelf

## Lifting and Handling

### Six Main Principles

1. Do not bend or twist and strain the back when lifting
2. Make good use of muscles in arms, legs and thighs
3. Ensure a firm grip
4. Maintain balance by keeping feet apart
5. Keep the back as straight as possible
6. Get assistance to move heavy objects
  - a. Move objects sideways, one small step at a time



## Accident / Incident / Near miss

- Must be reported as soon as practically possible to
  - Project Manager
  - Chief Instructor
- A report form should be filled in and signed by the person reporting it and the person involved (or a parent / guardian if under 16)
- Reports will be reviewed regularly
  - If a report highlights a specific item that needs addressing, appropriate steps will be taken
    - This may include a review of the Risk Benefit Analysis
    - Could lead to a change in policy / procedure

## First Aid boxes / Defibrillator Location

- First aid kits are located in the following places
  - 5 Richmond Walk: on the wall in the class room by the back door
  - The Hut: Inside the door on your right as you go in. up high
  - Friendship: Cat C kit under the starboard forward bunk , normal first aid kit on a shelf in the cabin
  - Hawk 20 / RIB basic first aid kit located in dry bag
- Record the use of items on the report form so the kit can be replenished

## Defibrillator Locations

- Mayflower Marina: first floor just outside the doorway to the marina office reception
- Saltash Sailing Club: on the wall at the entrance to the changing rooms